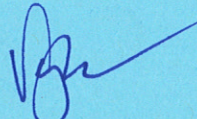


<b>TITLE:</b> <b>GRANT REPORTS – QUARTERLY</b>	<b>POLICY NO.: CDLO 103</b>
<b>PURPOSE:</b> <b>To learn how to prepare and submit Performance and Expense Reports</b>	

Quarterly Performance Reports are required.

1. Obtain Subrecipient or Consultant monthly or quarterly reports.
2. Prepare the report with the following headings: Background; Activity this Performance Period; Slippages; Additional Information; and Budget
3. Prepare the quarter Expense Report (see below)
4. Submit in OLDCC EADS.

Grant expenses must be reported quarterly with the Performance reports which are due 30 days after the end of the quarter. See each Grant reporting periods for due dates.

Quarterly Expense Reports:

1. Determine expenditures during that month, and complete Expense Report by capturing expenses, invoices, and payment activities during the quarter. This file is attached when submitting the Performance Report.
2. Submit with quarterly Performance Reports.

Financial Reports

Grants Financial Reports are required semi-annually